



To  
Citibank, N.A.  
766, Anna salai,  
Chennai-600002.

Dear Sir,

**RE: AUTHORISATION TO PAY CITIBANK READY CREDIT ACCOUNT PAYMENTS THROUGH THE ELECTRONIC DEBIT CLEARING MECHANISM**

A. Name:	_____
B. Ready Credit Account No:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
C. Particulars of Bank Account:	
i) Name of Account holder	
ii) Bank Name	
iii) Branch Name	
iv) 9 digit MICR code (appearing on the cheque)	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
v) Account type (tick one)	Savings <input type="checkbox"/> Current <input type="checkbox"/> CC Account <input type="checkbox"/>
vi) Ledger folio number (if appearing on the cheque book)	
vii) Account Number (as appearing on the cheque book)	

Please enclose a signed original of a blank, cancelled check issued by your bank for verifying the accuracy of the code number.

Date \_\_\_\_\_

\_\_\_\_\_  
Signature of Account holder

## Form

I, holding a Citibank Ready Credit Account \_\_\_\_\_, hereby express my unconditional consent to debit payment of my monthly minimum due (which will not exceed 5% of the total outstanding and interest as at the end of every month not exceeding Rs. 5500 in any given month) against my Ready Credit Account referred to above through participation in the ECS of the national clearing cell of the Reserve Bank of India and hereby unconditionally authorize Citibank, N.A. to raise the debits on such regular payments as referred to above, against my Bank Account Number \_\_\_\_\_ with \_\_\_\_\_ Bank till closure of the Ready Credit facility.

In the event the instruction for a month is dishonoured for any reason, I hereby authorize the Bank to debit my Account for all preceding and present dues.

I hereby declare that the particulars given above are correct and complete and, if the transaction is delayed or not effected at all for reasons of incomplete or incorrect information, Citibank, N.A. shall not be held responsible in any manner.

I agree and understand that my Bank, as detailed above shall be informed of these debits as per the enclosed letter. I shall advise them of the same and I understand that the instruction cannot be withdrawn/cancelled except with the prior written consent of Citibank, N.A. for the payment of the Ready Credit Account monthly minimum amount due.

Date \_\_\_\_\_

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Signature of Account holder

## Form2

To  
The Bank Manager

(please fill in the complete bank address)

Date \_\_\_\_\_

Dear Sir,

I hold a Citibank Ready Credit Account and would like to avail of the Electronic Clearing facility offered by the RBI towards settlement of my monthly dues (which will not exceed 5% of the total outstanding and interest as at the end of every month not exceeding Rs. 5500 in any given month) against my Ready Credit Account. This is aimed at our mutual convenience in reducing paperwork.

Therefore, I would request you to accept this mandate to debit my Account Number \_\_\_\_\_ with your Bank branch, towards the monthly dues on my Citibank Ready Credit Account till the closure of this Account. These debits would be raised by Citibank every month and accordingly, please treat this as an authorization to debit my account each month. In the event the instruction for a month is dishonoured for any reason. I hereby authorize the Bank to debit my Account for all preceding and present dues.

Please also inform Citibank, N.A. in case this account is closed or its status changed in any other way. I too shall inform them in case this instruction is withdrawn or the account is closed.

Thanking you for your co-operation.

Yours Truly

\_\_\_\_\_  
Signature of Account holder

\_\_\_\_\_  
Name of Account holder